

~~CONFIDENTIAL~~DCI/ICS-87-0799  
16 March 1987

MEMORANDUM FOR: [REDACTED]

Chief, Special Security Center/OS

FROM: [REDACTED]

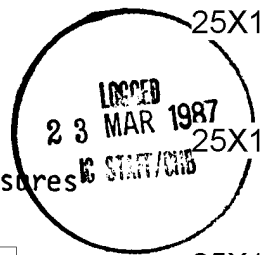
Community Counterintelligence and Security Countermeasures Staff, Intelligence Community Staff

SUBJECT:

Production/Distribution of SCI Protective Labels [REDACTED]

REFERENCE:

DCID 3/14, Annex B



25X1

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1. The referenced document is attached. The Annex B contains samples of the labels to be attached to magnetic media. GSA has agreed to print all labels except the two labels at the top of each column, those relating to SCI, and the one at the bottom of the left column relating to SENSITIVE UNCLASSIFIED. [REDACTED] of the Information Handling Committee, Intelligence Community Staff, is the project officer responsible for the label production. He reported that he would attempt once again to convince GSA to accept responsibility for production of the latter. [REDACTED]

25X1

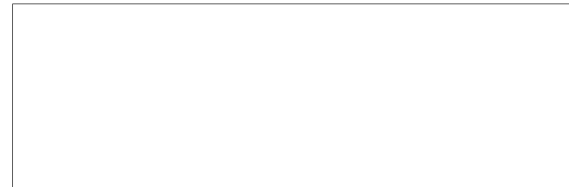
25X1  
25X1

2. The undersigned informed [REDACTED] that the CIA Printing and Photography Division, Office of Logistics, should be the source for production of the SCI labels. He was told to have his ICS Support or Logistics person work out details of the work order with PPD. The questions of logistics surrounding these labels came up next. [REDACTED] wanted to know where the stock of labels would be retained and how they would be issued to the Community users. I offered that the Special Security Center (SSC) would be the logical office for both functions. Since SSC handles SCI cover sheets from production through storage and dissemination and these labels are just another form of "cover sheets," it is therefore recommended that SSC be the repository and issuing office. If you concur in this recommendation, the undersigned will draft a notice to the Community informing all of the procedures for obtaining needed labels. [REDACTED]

25X1

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Attachment  
a/s

25X1

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25X1

CCISCMS/ICS:



Distribution of DCI/ICS-87-0799 (all w/att)

Original - Addressee

- 1 - ICS Registry *CMTe - 19-SR*
- 1 - CCISCMS Chrono
- 1 - CM Chrono
- 1 - Subject ~~CMTe - 19-SR~~
- 1 - IHC/ICS (Rishko)

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DCID 3/14-1  
(Updated January 1987)DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE 3/14<sup>1</sup>

## INFORMATION HANDLING COMMITTEE

(Effective 4 May 1982)

Pursuant to the provisions of Section 102 of the National Security Act of 1947 and Executive Order 12333, an Information Handling Committee (IHC) is hereby established.

**1. Mission**

The Committee will advise the Director of Central Intelligence (DCI) on the establishment of common objectives for Intelligence Community information handling and coordinate the achievement of these objectives through improvement and integration of Intelligence Community information handling systems.

**2. Definition**

Information handling includes the functions of receipt of information from collection sources, dissemination, transformation, indexing, categorization, storage, retrieval and presentation, automatic data processing, telecommunications, and teleprocessing related thereto.

**3. Functions**

Under the general guidance of the Deputy Director of Central Intelligence, the Committee will:

- a. formulate and recommend to the DCI policies and programs for the establishment of an Intelligence Community information handling system;
- b. monitor and coordinate implementation of plans and programs approved by the DCI;
- c. recommend to the Intelligence Community improvements in methods and facilities for information handling that will eliminate unwarranted duplication of files;
- d. develop and promulgate within the Intelligence Community standards, procedures, and formats for the representation of information to facilitate its exchange among Intelligence Community components and establish procedures to promote Intelligence Community compliance with applicable Federal Government data standardization programs;<sup>2</sup>
- e. monitor and report on research and development efforts in the scientific, academic, and industrial communities in information science to ensure optimum use of this research by the Intelligence Community;
- f. identify Intelligence Community research and development needs and promote interagency exchanges of information and cooperation in research and development of information processing;
- g. in coordination with the DCI SCI Forum<sup>3</sup>, ensure that the security aspects of information handling systems are given appropriate consideration; and
- h. promote the establishment of education and training programs in information science.

<sup>1</sup> This directive supersedes DCIDs 1/4 and 1/15, effective 18 May 1976.

<sup>2</sup> Federal Information Processing Standards Publication No. 28, *Standardization of Data Elements and Representations*, 5 December 1973, U.S. Department of Commerce, National Bureau of Standards.

<sup>3</sup> See DCID 1/11, dated 3 July 1986, paragraph 2.e.

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***4. Intelligence Community Responsibilities***

Upon request of the Committee Chairman, Intelligence Community components shall, within established security safeguards, provide information pertinent to the Committee's mission and functions.

***5. Composition and Organization***

The Committee Chairman will be appointed by the Director of Central Intelligence.

The members of the Committee will be representatives designated by Intelligence Community principals.

The Chairman will establish subcommittees, working groups, and advisory bodies as necessary to support the work of the Committee.

With the approval of the DCI, the Committee Chairman may invite representatives of relevant United States Government entities with national security interests to participate as appropriate.

The Committee will be supported by an Executive Secretariat.

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## ANNEX A

### INTELLIGENCE REPORTING FORMAT INITIATION AND CHANGE

(Effective 9 July 1986)

Pursuant to the functions and responsibilities assigned to the Intelligence Information Handling Committee by Director of Central Intelligence Directive 3/14, responsibilities and procedures governing the introduction and alteration of formats for electrically disseminated finished and end product intelligence reporting are herewith established.

#### 1. PURPOSE

This Annex establishes responsibilities and procedures for ensuring timely coordination of new and revised formats for electrically disseminated finished and end product intelligence reporting, other than military tactical intelligence. It seeks to facilitate timely consultation among Intelligence Community organizations to prevent disruption of the flow of intelligence within the Community's automated processing and dissemination systems.

#### 2. DEFINITIONS

A format is the structure into which substantive intelligence is organized for reporting purposes. It consists of a set of structural, syntactical, and orthographical rules and procedures that are applied in the production of electrically disseminated reporting.

A format change is an alteration of these rules and procedures.

#### 3. RESPONSIBILITIES AND PROCEDURES

- a. Intelligence Community organizations that are responsible for formats for electrically disseminated, formatted finished, or end product intelligence reports shall provide 30 days' notice of intent to implement a new format or to alter one in current use. The notice will be sent to the designated information handling manager of organizations and commands that are direct recipients of the report(s) to be affected.
- b. Under emergency conditions, at the election of its sponsor, a new format or alteration may be implemented immediately and the required notice issued concurrently. In exercising this option under such condition, the sponsor must recognize that the attendant disruption to recipient processing of the affected report(s) may be seriously counterproductive.
- c. Recipients of the above notice shall have 30 days to notify its originator when significant difficulties in accommodating the new or altered format in their automated information processing are anticipated. Alternative modifications may be recommended and time extensions requested, if needed. Negative reports are not required.
- d. New and modified finished intelligence and end product reporting formats, other than those used for reporting military tactical intelligence, shall be in compliance with the Standard for Community Intelligence Reporting Format (DCI/ICS 86-411).
- e. The Intelligence Information Handling Committee will, on request, assist in consultations among concerned organizations seeking to facilitate the introduction of new or altered formats. An information copy of notices required by this Annex will be provided by their originators to the Executive Secretary of the Intelligence Information Handling Committee.

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## ANNEX B

### INTELLIGENCE COMMUNITY STANDARDS FOR SECURITY LABELING OF REMOVABLE ADP STORAGE MEDIA

(Effective 17 November 1986)

Pursuant to the functions and responsibilities assigned to the Intelligence Information Handling Committee by Director of Central Intelligence Directive 3/14, standards, responsibilities, and procedures governing the security labeling of removable ADP storage media are herein established.

#### 1. PURPOSE

This document identifies the basic Intelligence Community schema for labeling removable ADP storage media. Its purpose is to facilitate protection of classified data that are under the purview of the Director of Central Intelligence and are contained on such media. The schema defines a set of authorized labels and implementation rules for use within the Intelligence Community (IC). This document defines labels for identifying media as either classified or unclassified and for specifying the levels and categories of classified data, media content, and owner detail.

#### 2. SCOPE

This document applies to removable ADP storage media such as cassette tapes, floppy disks, cartridge disks, reel tapes, Winchester disks and other devices that store nonvolatile data and are used in classified environments and systems.

#### 3. LABELING REQUIREMENT

- a. With one exception<sup>1</sup>, two labels are required on each medium: a security classification label and a data descriptor label.
- b. The following security classification labels shall be used to designate generic security classifications of media:
  - Green "UNCLASSIFIED" label<sup>1</sup> with white lettering;
  - Lavender "CLASSIFIED" label<sup>2</sup> with black lettering; or
  - Yellow "CLASSIFIED SCI" label<sup>2</sup> with black lettering.
- c. The following labels may be used to specify the security classifications for non-SCI media as alternatives to the use of the lavender generic "CLASSIFIED" label:
  - Blue "CONFIDENTIAL" label with white lettering;
  - Red "SECRET" label with white lettering; or
  - Orange "TOP SECRET" label with white lettering.

<sup>1</sup> Unclassified media that are on loan from and must be returned to vendors do not require use of the "UNCLASSIFIED" labels, but each requires a data descriptor label with the words "UNCLASSIFIED VENDOR MEDIUM" entered on it.

<sup>2</sup> When "CLASSIFIED" and "CLASSIFIED SCI" labels are used on media, they must be accompanied by a data descriptor label on which, at a minimum, the appropriate security classification and compartment/codeword designators shall be entered.

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- d. Yellow "CLASSIFIED SCI" labels with black lettering and color coded diagonal stripes at the left and right borders may be used as alternatives to the "CLASSIFIED SCI" labels to specify compartments of SCI data.
- e. White "SENSITIVE UNCLASSIFIED" labels with green borders and black lettering shall be used in lieu of green "UNCLASSIFIED" labels by those agencies and components that choose to label media containing sensitive but unclassified information.<sup>3</sup>
- f. A white data descriptor label is required on each medium.

#### 4. LABELING SCHEMA

- a. Labels differentiate among media that are unclassified, sensitive unclassified, classified (non-SCI), and classified (SCI). They vary by size, color, wording, and bold lettering of classification status. They have been specifically designed for use on floppy discs and diskettes (8", 5 1/4", and 3 1/2"); however, they should also be used on other media, until specialized labels for such media are adopted and utilized. Such specialized labels shall be consistent with the basic schema contained herein, to the extent practicable.
- b. With regard to label sizing, "CLASSIFIED SCI" labels are larger in both directions than "CLASSIFIED" non-SCI labels, which are correspondingly larger than the "UNCLASSIFIED" and "SENSITIVE UNCLASSIFIED" labels. The "CONFIDENTIAL," "SECRET," and "TOP SECRET" labels are the same size as "CLASSIFIED" (non-SCI) labels.
- c. Label colors distinguish security classifications and compartments of media and reflect the minimum standard informational content required on each label. Samples follow:

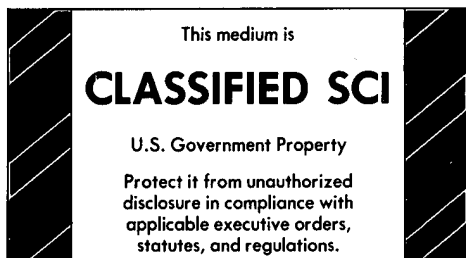
Type of Label	LABEL COLORS		
	Background	Letters	Border/Stripes
Data Descriptor	White	Black	—
UNCLASSIFIED	Green	White	—
SENSITIVE UNCLASSIFIED	White	Black	Green Border
CLASSIFIED (non-SCI)	Lavender	Black	—
CONFIDENTIAL (non-SCI)	Blue	White	—
SECRET (non-SCI)	Red	White	—
TOP SECRET (non-SCI)	Orange	White	—
CLASSIFIED SCI	Yellow	Black	—
CLASSIFIED SCI SI	Yellow	Black	Red Diagonal Stripes
CLASSIFIED SCI TK	Yellow	Black	Black Diagonal Stripes
CLASSIFIED SCI BYE	Yellow	Black	Green Diagonal Stripes
CLASSIFIED SCI TK/SI	Yellow	Black	Black/Red Diagonal Stripes
CLASSIFIED SCI BYE/TK/SI	Yellow	Black	Green/Black/Red Diagonal Stripes

<sup>3</sup> The "SENSITIVE UNCLASSIFIED" label is established in anticipation that the National Telecommunications and Information System Security Committee (NTISSC) will establish a national policy that will assign responsibility to agency officials for the adoption of procedures for governing the protection of "sensitive but unclassified" information.

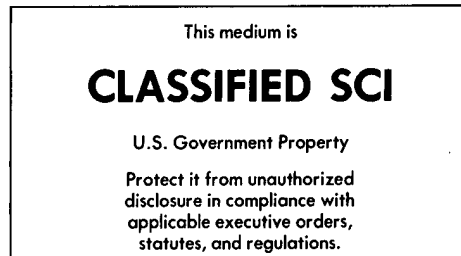
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2 1/2" x 1 3/8"



2 1/2" x 1 3/8"



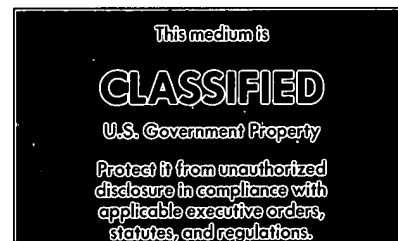
2 1/8" x 1 1/4"



2 1/8" x 1 1/4"



2 1/8" x 1 1/4"



2 1/8" x 1 1/4"

1 11/16" x 1 3/16"  
(1/4" border)

1 11/16" x 1 3/16"

Classification: _____
Dissem: _____ Control: _____
Compartments/Codewords: _____
Agency/Office: _____ Phone: _____
Content: _____
Comments: _____

2 9/16 x 1 3/8

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- d. Colors for the "CONFIDENTIAL," "SECRET," and "TOP SECRET" labels for non-SCI media conform to the Information Security Oversight Office's (ISOO)<sup>4</sup> standard coding convention for hardcopy cover sheets.
- e. Security labels shall be human readable and nonremovable. They shall give the security classification status of the medium. They shall contain notification to protect the medium from unauthorized disclosure.
- f. Data descriptor labels shall have a surface texture that accepts felt-tipped pen writing and results in nonerasable entries.

## 5. IMPLEMENTATION RULES

- a. Regulations or instructions to implement these standards shall be promulgated and implemented by each agency or component of the IC. More stringent requirements may be implemented, as required/appropriate. Such regulations and instructions may provide that specified types of media need not be labeled in accordance with *this* standard so long as they remain within designated controlled environments, but that any such media shall be appropriately labeled upon removal from those environments unless sanitized or declassified in accordance with DoD Computer Security Center's *Department of Defense Magnetic Remanence Security Guideline*, CSC-STD-005-85, 15 November 1985, or any successor guideline or standard. Provisions may also be made for the continued use of any previously adopted labels until existing supplies are exhausted.
- b. Each medium shall be appropriately affixed with a classification label<sup>5</sup> and a data descriptor label at the earliest practicable time after removal from factory-sealed containers, unless specifically excepted from this requirement by appropriate agency or component regulations or instructions. These labels shall exhibit the proper security classification and control and release markings as soon as such markings are determined and are not likely to increase during the working day. In classified environments, unmarked media that are not in factory-sealed packages shall be considered classified at the highest level of that environment until such media have been properly labeled.
- c. Labels shall be conspicuously placed on media<sup>6</sup> in a manner that would not adversely affect operation of equipment in which the media is used.
- d. As an alternative to using the prescribed color coded stick-on classification labels on diskettes, organizations may use diskettes that are permanently enclosed in color coded jackets that correspond as closely as possible to the classification color schema and are inscribed with the same information contained on the prescribed labels.
- e. Personnel shall be responsible for appropriately labeling and controlling ADP storage media within their possession. Failure to do so may constitute a security violation.

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<sup>4</sup> ISOO is empowered by E.O. 12356 to establish standard forms for the US Government for classified collateral data and has proposed a standard that is consistent with the content of this document for labels for diskettes.

<sup>5</sup> See footnote 1 on page 1 of Annex B.

<sup>6</sup> Labels for removable disk packs are exceptions to this rule and should *not* be directly attached to hard disks, but to the disk covers.

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**6. LABEL COLOR DEFINITIONS**

Label color tones should be similar to the industry standard Pantone Matching System (PMS) printers ink colors, which correspond to the following PMS references:

Red—186 (ISOO Standard)

Blue—286 (ISOO Standard)

Orange—165 (ISOO Standard)

Green—356

Black—Black

Yellow—101

Lavender—264

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